



**STATE OF TENNESSEE  
DEPARTMENT OF AGRICULTURE  
REGULATORY SERVICES – ANIMAL HEALTH  
P. O. BOX 40627  
NASHVILLE, TENNESSEE 37204**

## **CALL FOR PROPOSALS**

***“ANIMAL FRIENDLY” SPAY/NEUTER GRANTS***

**CALL FOR PROPOSALS  
AND  
APPLICATION INFORMATION**

**INTRODUCTION**

The Tennessee Department of Agriculture, Regulatory Services - Animal Health Division announces a call for proposals for funding to support low cost spay/neuter programs in Tennessee. Funds are through the sale of the *Animal Friendly* specialty license plates and will be dispersed for fiscal year (FY) 2009. Pursuant to Tennessee Code Annotated § 55-4-290 and § 55-4-215, these funds are designated for grants to eligible organizations that provide low-cost spaying and/or neutering of dogs and cats for individuals who could not normally afford those services.

The enclosed application contains eligibility criteria that all applicants must meet to be considered for funding. **Failure to document eligibility or to submit a complete application may result in disqualification of the applicant for the current funding cycle.**

**PLEASE READ ALL MATERIALS BEFORE PREPARING AND SUBMITTING THE APPLICATION.**

**GOAL**

The goal of the *Animal Friendly* specialty license plate fund is to provide grants to non-profit organizations or governmental agencies to enable low-cost spaying and neutering of dogs and cats in order to reduce the surplus of these animals in Tennessee.

**ELIGIBILITY CRITERIA**

Grant recipients must be:

- Non-profit organizations qualified as a charitable organization under Section 501 c (3), Internal Revenue Code

**OR**

- Governmental agencies that operate an animal shelter

## **AVAILABLE FUNDS FY 2009**

Approximately \$190,000 is expected to be available for spay/neuter program grants. The specific dollar amount awarded to each applicant depends on the merit and scope of the spay/neuter program. Only one (1) grant will be awarded per agency for the spaying and/or neutering of dogs and/or cats. Depending on the number of qualified proposals, efforts will be made to disburse funds proportionally among the three grand divisions of the State of Tennessee.

Currently, there are no funds available for feral cat spay/neuter programs.

Grants will begin July 1, 2008 and will be made for twelve (12) months, ending June 30, 2009.

**Maximum amount of a request:      \$8,000**

The maximum amount of an award may be less than the maximum requested depending on the number of qualified proposals, the quality of proposals, and the geographic areas represented (i.e., grand divisions). Future funding is dependent upon the availability of funds generated by the sale of the *Animal Friendly* specialty license plates.

## **USE OF FUNDS AND REIMBURSEMENT**

Funds are awarded for low-cost spay/neuter procedures only and cannot be used for any other project. Funds will only be awarded to existing spay/neuter programs. All funds must be used within Tennessee exclusively.

Grant recipients must submit supporting documentation for each procedure performed and provide the facility permit number and the Tennessee veterinary license number of the veterinarian that performed the surgery. **Surgery must be performed in a facility permitted by the Tennessee Department of Health and by a veterinarian licensed to practice in Tennessee.** Requests for reimbursement should only be submitted after surgery has been performed. Invoices must be submitted in accordance with guidelines established by the State of Tennessee.

## **REVIEW OF APPLICATIONS**

The Tennessee Department of Agriculture is the sole contact regarding *Animal Friendly* Grant Applications. Applications will be reviewed by a committee composed of at least five of the following:

1. Tennessee Veterinary Medical Association President or designee
2. Animal Control Association of Tennessee President or designee
3. Tennessee Humane Association President or designee

4. UT College of Veterinary Medicine designee
5. Tennessee Board of Veterinary Medical Examiners Director or designee
6. Senate Resolution No. 51 Advisory Committee representative

Recommendations for grant awards will be made to the Tennessee Department of Agriculture *Animal Friendly* Grant Program Coordinator for final approval. To assure an objective, unbiased evaluation of each application, Tennessee Department of Agriculture staff may only confirm receipt of an application and are not permitted to discuss the application or its review prior to completion of the review process.

Applications will be rated on:

1. Completeness of Application
2. Description of Target Population/Documentation of Financial Need
3. Cost per animal spayed/neutered during the previous year

## **APPLICATION DEADLINE AND SUBMISSION**

### **A. Application Deadline**

Applications shall be received on or before **JUNE 2, 2008**. **APPLICATIONS RECEIVED AFTER THE APPLICATION DEADLINE WILL NOT BE CONSIDERED.**

### **B. Submission**

**Applications should be organized in the following order:**

1. **Application Form**
2. **Organizational Structure**
3. **Financial Statement**
4. **IRS letter (nonprofit) or statement of authorization (governmental agency) – NONPROFIT ORGANIZATIONS SHOULD ONLY SUBMIT THE IRS LETTER – DO NOT SUBMIT OTHER DOCUMENTATION.**

The **original application and eight (8) copies (each set stapled)** shall be submitted to:

Tennessee Department of Agriculture  
Regulatory Services - Animal Health  
Attention: Tina Rogers  
P. O. Box 40627  
Nashville, TN 37204

The physical address for overnight and personal deliveries is:

Ellington Agricultural Center  
Edward S. Porter Building  
Attention: Tina Rogers  
440 Hogan Road  
Nashville, TN 37220

The Tennessee Department of Agriculture will not accept applications by facsimile or e-mail.

Applications may be mailed or hand-delivered to the Tennessee Department of Agriculture program address prior to the application deadline.

#### **ESTIMATED TIMETABLE**

Grant applications will be due in the Tennessee Department of Agriculture, Regulatory Services - Animal Health Division's Nashville Office by 4:30 p.m. on **Monday, June 2, 2008**.

**PLEASE NOTE:** Due to the delay in application availability this year, notification of awards will be adversely affected. After the grant committee completes the review process, applicants will be notified of their decision as soon as possible. The anticipated notification date at this time is mid July.

Contracts will be developed and sent to Grantees after the review process is completed. Contracts should be signed and returned to the Department of Agriculture as soon as possible. **Contracts will be set up to begin July 1, 2008 and end June 30, 2009.**

Once the contracts are signed by the state, the state will send to the Grantee one signed copy.